

YEAR-END CLOSING CHECKLIST

Agency Name _____

Organization Code _____

Part I

Check the appropriate column. Your agency must correct all "NO" answers before YEC will be initiated. Discuss these items with the HOTLINE or the CALSTARS Analyst assigned to your agency, if needed.

Yes No N/A G01 Trial Balance

- | | | | |
|---|---|---|---|
| — | — | — | 1. Cost Allocation Clearing (GL 6297) is zero in all funds. |
| — | — | — | 2. System Clearing (GL 9998) is zero in all funds. |
| — | — | — | 3. Payroll Clearing (GL 6201) is zero in all funds. |
| — | — | — | 4. Claims-in-Process (GL 3021) is zero in all funds. |

B04 Appropriation Status

- | | | | |
|---|---|---|---|
| — | — | — | 5. The Clearing Account contains NO Reimbursement or Revenue postings. True? |
| — | — | — | 6. The Net Cost Allocation and SCO PFA Posted amounts are equal and show opposite signs for reverting appropriations. |
| — | — | — | 7. The Reserves, Accrued, and Cash (unremitted and in-transit) fields are zero for reverting appropriations. |
| — | — | — | 8. All fields are zero on "CM" fiscal period reports for reverting appropriations. (Any balances stop the closing process.) |

Document File Reports

- | | | | |
|---|---|---|---|
| — | — | — | 9. All reverting appropriation Accounts Receivable were reclassified to Accounts Receivable—Other (GL 1319). |
| — | — | — | 10. Document general ledger balances agree on the D09 or D10 Report agree with general ledger balances on the G01 Report. |
| — | — | — | 11. The S01 Report Subsidiary File balances agree with Document File (D09 or D10) general ledger account balances. |

Appropriation Symbol Table

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|---|---|---|---|
| — | — | — | 12. Reversion indicators are set for all FFY's appropriately (0, 1, 2, or 9). |
| — | — | — | 13. The D18 Report (PY) was reviewed and the department desires to have all encumbrances for continuing appropriations shown on the report rolled to the new FFY. (Reversion Indicator must be changed to 0 if department desires to maintain encumbrances in prior FY) |

Budget Sequence Table

- | | | | |
|---|---|---|---|
| — | — | — | 14. If OC Budget CY-SCH10 Indicator for the current FFY=Y, Budget Sequence Number 001 is established for all continuing appropriation items (one for each separate item). |
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YEAR-END CLOSING CHECKLIST

General Review

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|---|---|---|--|
| — | — | — | 15. The Error Suspense File was reviewed and no prior year (FM 13) entries exist. |
| — | — | — | 16. All FM 13 (PY) reports were ordered and received. |
| — | — | — | 17. A Y01 Listing of Accruals to be Reversed in the New Year was ordered and received. |

Reviewed by: _____

Date: _____

Part II

After review of the preceeding checklist and correction of all "No" answers, perform the following steps to initiate and complete the YEC/YEO process.

- _____ Contact CALSTARS Hotline at (916) 327-0100 to set YEC.
- _____ Set Run YEC Indicator in OC Table to **C**.
- _____ Order G01 (PY) Report after YEC completed (OC YEC Indicator = **D**).
- _____ Review and verify all nominal accounts are closed.
- _____ Set Run YEC Indicator in OC Table to **E**.
- _____ **Note:** If Prior Month CA/FS has already run, set PM Open Indicator to **C, N** or **T**.
- _____ Order a G01 (CM), Report Period Option **Y**.
- _____ Verify all beginning balances agree with ending balances on G01 (PY) Report.
- _____ Verify all applicable accruals and adjusting entries have been reversed.

Retain this checklist on file.